

Occasional Staff / Casual Payroll Process overview

December 2021

1. Engagement Form (Part One)

- Completed by Line Manager or nominee
- Includes detail on the role (duration, pay rate, cost centre, nature of the work)
- Includes check box to say the employee is suitably qualified
- Includes check box to indicate if system access is required
- **Action: Form is emailed to the Employee**

2. Engagement Form (Part Two)

- Employee reads the Terms and Conditions on the form and retains email copy.
- Employee completes personal details (Bank details, address, PPS no, etc)
- Employee declares their eligibility to work in Ireland and ticks appropriate box.
- **Action: Employee returns the completed form to HR Employee Services AND the Line manager or Local Administrator**

3a. Local Administrator / Line Manager

- Review the completed form (part one) noting the detail for local budgeting / checking purposes
- Review the eligibility to work. If there is a query regarding the person's eligibility i.e. not Irish, not EU, not a Trinity Student, then await confirmation from HR before allowing the person to commence work
- **Action: Retain Part One of the form if required locally.**

3b. HR Employee Services

- Set up the employee on CoreHR. If any data is incomplete, revert to line manager / local administrator.
- Review the eligibility to work. If there is a query regarding the person's eligibility.
- If the person declares they are Irish, EU, or a Trinity Student no further action required.
- For all others, review the accompanying documentation. Once eligibility has been established (or not) confirm this by email to the line manager / local administrator.
- **Action: Set up if eligible to work or notify if not-eligible to work.**